

## EXPENSES CLAIM FORM

- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.
- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:				Emma				Bate				DATE OF CLAIM: DD/MM/YY				ENTER DATE HERE				CLAIM REFERENCE:																
												COST CENTRE (TEAM NUMBER / NAME):												110 - GENERAL COUNSEL				overwrite this cell with currency if "other" selected below								
DATE & TIME (FOR SUBSISTENCE CLAIMS)					REASON FOR TRIP					DESCRIPTION OF EXPENSE					CATEGORY					RECEIPT NUMBER		NO. MILES		NO. PASSENGERS		AMOUNT CLAIMED		PROJECT CODE		FINANCE USE						
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP																						CHOOSE CURRENCY										
DD/MM/YY		00:00:00		DD/MM/YY		00:00:00		HRS		WHY YOU TRAVELLED					WHAT YOU PAID FOR					CHOOSE FROM DROP DOWN LIST					ENTER NUMBER UNLESS N/A APPEARS				UK £		USE DROP DOWN LIST		CODE			
21/06/18		07:45:00		21/06/18		20:45:00		13.00		Speaking event London - 3rd Annual RegTech Summit Europe					Food					UK Subsistence & meals 26001					1				N/A		4.15		NO PROJECT - 0000		110-26001-0000	
															Food					UK Subsistence & meals 26001					2				N/A		2.50		NO PROJECT - 0000		110-26001-0000	
															Food/drink					UK Subsistence & meals 26001					3				N/A		5.64		NO PROJECT - 0000		110-26001-0000	
															Food drink					UK Subsistence & meals 26001					4				N/A		5.45		NO PROJECT - 0000		110-26001-0000	
															Food/drink (claiming £7.26 only for a total of £25.00 subsistence for 21/06)					UK Subsistence & meals 26001					5				N/A		7.26		NO PROJECT - 0000		110-26001-0000	
27/06/18		12:00:00		28/06/18		20:30:00		32.50		BIIDPA conference - Isle of Man					Taxi from office to Manchester Airport					UK Travel & Accommodation 26001					6				N/A		17.00		NO PROJECT - 0000		110-26001-0000	
															Food/drink					UK Subsistence & meals 26001					7		N/A		N/A		8.45		NO PROJECT - 0000		110-26001-0000	
															Hotel for one night on the Isle of Man.					UK Travel & Accommodation 26001					8		N/A		N/A		105.00		NO PROJECT - 0000		110-26001-0000	
02/07/18		06:30:00		02/07/18		18:45:00		12.25		DCMS Workshop					Taxi to Wilmslow train station					UK Travel & Accommodation 26001					9		N/A		N/A		5.00		NO PROJECT - 0000		110-26001-0000	
															Food /drink					UK Subsistence & meals 26001					10		N/A		N/A		3.80		NO PROJECT - 0000		110-26001-0000	
															Food/drink					UK Subsistence & meals 26001					11		N/A		N/A		3.59		NO PROJECT - 0000		110-26001-0000	
															Food/drink (claiming £7.61 only for a total of £15.00 subsistence for 02/07)					UK Subsistence & meals 26001					12		N/A		N/A		7.61		NO PROJECT - 0000		110-26001-0000	
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[illegible]

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NAME:				James				Dipple-Johnstone				DATE OF CLAIM: DD/MM/YY				16/07/18				CLAIM REFERENCE:				Dipp16-07-18																				
												COST CENTRE (TEAM NUMBER / NAME):												SELECT COST CENTRE HERE				overwrite this cell with currency if "other" selected below				FINANCE USE												
DATE & TIME <i>(FOR SUBSISTENCE CLAIMS)</i>				REASON FOR TRIP				DESCRIPTION OF EXPENSE				CATEGORY				RECEIPT NUMBER				NO. MILES				NO. PASSENGERS				AMOUNT CLAIMED																
RECEIPT DATE/ TRIP START		TRIP END																										TOTAL TRIP	CHOOSE CURRENCY				PROJECT CODE											
DD/MM/YY		00:00:00		DD/MM/YY		00:00:00		HRS	WHY YOU TRAVELLED				WHAT YOU PAID FOR				CHOOSE FROM DROP DOWN LIST				ENTER NUMBER UNLESS N/A APPEARS				EURO €				USE DROP DOWN LIST				CODE											
14/05/18				16/05/18				n/a	Social Media WG and Fining Task Meetings				Refreshments				Overseas Subsistence & meals 26002				1								N/A				4.00				NO PROJECT - 0000				SEL-26002-0000			
14/05/18				16/05/18				n/a	Social Media WG and Fining Task Meetings				Refreshments				Overseas Subsistence & meals 26002				2								N/A				17.90				NO PROJECT - 0000				SEL-26002-0000			

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NAME:				James				Dipple-Johnstone				DATE OF CLAIM: DD/MM/YY		16/07/18		CLAIM REFERENCE:		Dipp16-07-18		
								COST CENTRE (TEAM NUMBER / NAME):						SELECT COST CENTRE HERE			overwrite this cell with currency if "other" selected below		FINANCE USE	
DATE & TIME (FOR SUBSISTENCE CLAIMS)				REASON FOR TRIP				DESCRIPTION OF EXPENSE				CATEGORY		RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED	PROJECT CODE		
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DD/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMBER UNLESS N/A APPEARS	UK £	USE DROP DOWN LIST	CODE									
03/06/18		05/06/18		n/a	EP LIBE Committee (with [REDACTED])	Incidental o/n allowance (overseas)	Overseas overnight incidental allowance 26002				N/A	20.00	NO PROJECT - 0000	SEL-26002-0000						
10/07/18		11/07/18		n/a	Cederberg Report Launch	Incidental o/n allowance	UK overnight incidental allowance 26001				N/A	5.00	NO PROJECT - 0000	SEL-26001-0000						
31/05/18		31/05/18		n/a	Breakfast brief Cederberg and Meeting, Counsel	Taxi back to Euston (x 5 people shared)	UK Travel & Accommodation 26001		1		N/A	7.00	NO PROJECT - 0000	SEL-26001-0000						